

DRAFT #3, dtd 3-25-86

SECRETARIAL CONVERSION*

STEP ONE:

GS-03 & GS-04 Secretaries**

GS-03's and GS-04's convert to Level I.

GS-05 Secretaries

GS-5's with less than 2 years secretarial experience or who have not passed the Agency Typing Test convert to Level I.

GS-5's with more than 2 years secretarial experience and who have passed the Agency Typing Test convert to Level II.

GS-06 Secretaries

GS-06's with less than 2 years secretarial experience or who have not passed the Agency Typing Test convert to Level I.

GS-06's who have passed the typing test and have more than two years of experience convert to Level II.

(Note that the experience does not have to be strictly Agency secretarial experience; it can be with another government agency or private industry.)

GS-07 Secretaries

All GS-07's will convert to Level II.

(If, at time of conversion, the GS-07 Secretary does not have Agency-qualified typing skills they will be required to pass the Agency's typing test within the first six months from the date of conversion. Failure to pass the test will make them ineligible for the one increment increase at the end of the first year.)

*The same conversion procedures are applied to part-time secretaries. There may be no more than 5 percent of the part-time secretarial population at Level III and IV.

**Secretaries are those employees in occupational codes: Clerk Typist 0322.01, Clerk Steno 0312.01, Secretary 0318.01, and Legal Secretaries 0986.04.

GSB-07 Secretaries

GSB-7's with less than 5 years Agency secretarial experience convert to Level II.

ILLEGIB GSB-7's with more than 5 years Agency secretarial experience, are ELIGIBLE to convert to Level III if they have shorthand skills, have an overall rating of "6" on their most recent PAR, and meet the experience criteria for the Directorate in which they are assigned.**

GS-08 Secretaries

GS-08's with less than five years Agency secretarial experience convert to Level II (GS-8, step 9 & 10 with salary retention for up to two years).

GS-08's with more than five years Agency secretarial experience convert to Level III.

*Levels
III & IV*

GS-09 Secretaries

Generally, all GS-9's convert to Level III.

GS-9's with ten years of Agency secretarial experience and who have an overall "6" on their most recent PAR, have shorthand skills (does not have to necessarily have Agency-qualified shorthand, but must meet the criteria below), and meet the experience requirements of the Directorate in which they are assigned may be eligible for conversion to Level IV. GS-9's who have not passed the Agency's shorthand test, are required to have two managers certify in writing that shorthand skills are used. The secretary will then be required to pass the Agency's test during the first year from the date of conversion to remain in Level IV.

GS-10 & GS-11 Secretaries

All GS-10's and GS-11's will convert to Level IV. (Those in Step 9 & 10 of the GS-11 grade level will retain their current GS salary rate without a time constraint).

Generally, passing the Agency's shorthand test or a valid substitute is a prerequisite for advancement to Level IV. However, GS-10 and GS-11 secretaries who have not passed the Agency's shorthand test can be converted

****Directorate experience criteria (to be developed by Directorate) are those unique experience factors required of the secretaries. For an example, the DO may require one overseas tour and two Headquarters tours of two years each in different offices for a GSB-07 secretary to be eligible for Level III.**

to Level IV provided they have two managers certify in writing that the secretary possesses shorthand skills. The secretary will then be required to pass the Agency's test during the first year from the date of conversion to remain in Level IV.

STEP TWO:

Once the secretaries in each GS level have been tentatively placed in the appropriate level of the new secretarial system, the Directorate/DCI Area Conversion Panel will need to rank order the secretaries by level in order to:

1. Apply the Directorate/DCI Area unique experience criteria to determine which level a secretary may convert to when that secretary, by salary, could fall into more than one category.
2. Apply the Directorate/DCI Area unique experience criteria for the "fast-track" secretary.
3. Ensure that the population does not exceed the first year ceiling for Levels III and IV: 20% and 10% respectively.

QUESTIONS FOR TASK FORCE:

1. Do we really need "overall PAR rating & shorthand skills at GSB-07 and GS-09 level if Directorates/DCI Area have specific experience/performance criteria?
2. What adverse situation should occur if the GS-09 and above secretaries are placed in Level IV and do not pass the Agency's shorthand test? Revert to Level III at the end of the first year? Withhold step increase? Ineligible for bonus?
3. What adverse action should occur if the Level I Secretary does not pass the Agency typing test during the first year? second year? Withhold the first year step increase? second year step increase? And, of course, not promote to Level II.

OUT
AD
AD
AD
AD

SECRETARIAL CONVERSION

TABLE SHOWS WHERE THE GENERAL SCHEDULE OVERLAPS WITH THE NEW INTELLIGENCE SECRETARY PAY SCHEDULE

<u>Level I (IS-01)</u>		<u>Level II (IS-02)</u>		<u>Level III (IS-03)</u>	<u>Level IV (IS-04)</u>
GS-04 step 3 to 10		GS-05 step 1 to 10		GS-07 step 5 to 10	GS-08 step 5 to 10
GS-05 step 1 to 10-----		GS-06 step 1 to 10		GSB-07 step 4 to 10	GS-09 step 2 to 10
GS-06 step 1 to 8		GS-07 step 1 to 10-----		GS-08 step 2 to 10-----	GS-10 step 1 to 10
TIL*: 2 yr		GSB-07 step 1 to 10		GS-09 step 1 to 10	GS-11 step 1 to 8
		GS-08 step 1 to 8			IV
		TIL: 3 yr		TIL: 5 yr	
Salary Range: I		II		III	
\$13,240 - \$19,852		\$16,398 - \$24,587		\$20,061 - \$30,093	\$22,089 - \$33,128

* TIL = Time in Level Guideline similar to Time in Grade for GS.

LEVEL III

EMPLOYEE MUST MEET ALL THE FOLLOWING REQUIREMENTS

- A. Demonstrated understanding of HQS/Field relationship**
- B. Demonstrated understanding of DO Records System**
- C. Consistently has demonstrated good interpersonal skills.**
- D. Demonstrated initiative in moving out independently and without direction to tackle tasks or solve problems within or related to the scope of the job.**

EMPLOYEE MUST HAVE HAD 3 OF THE FOLLOWING KINDS OF EXPERIENCE.

- 1. Secretary to Chief of 10+ Branch**
- 2. Secretary to Division or Staff Chief**
- 3. Deputy Chief of Station Secretary in large Station (35 +)**
- 4. Secretary for Deputy Division Chief, Group Chief, Area Deputy, or Task Force Chief**
- 5. Chief of Station Secretary in medium Station (10-35)**
- 6. Two or more HQS tours in different Staffs or Divisions**
- 7. Tour in Bloc or designated Hazardous Duty-area**
- 8. One or more tour doing OSA-type work**

EMPLOYEE MUST HAVE HAD SUBSTANTIAL EXPERIENCE IN 3 OR MORE OF THE FOLLOWING AREAS:

- 1. Dealt with Foreign Liaison (at Hqs or in the Field)**
- 2. Assisting with and planning representational entertainment**
- 3. Knowledge of and ability to work with other Government Agencies**
- 4. Actively participated in major change: e.g. on the ground floor of the creation of a task force or the "Crafting" of a field station.**
- 5. Extensive experience in dealing with other Agency components outside the employee's own directorate.**

THE EMPLOYEE MUST HAVE 3 OF THE FOLLOWING SKILLS:

1. Shorthand
2. Ability to give HQS correspondence guidance
3. Language at 2 level or better
4. Ability to draft non-operational correspondence
5. Ability to communicate well orally.

LEVEL IV

REQUIREMENT:

a. An employee must have demonstrated consistently good interpersonal relationships

b. An employee must have a solid understanding of Agency organization mission, and functions.

c. An employee must have continued to demonstrate initiative in moving out independently and without direction to tackle tasks or solve problems within or related to the scope of the job.

AN EMPLOYEE MUST HAVE HAD --5-OF THE FOLLOWING KINDS OF EXPERIENCE:

1. Office Management/supervisory experience as either

a. Secretary to COS of a large Station (30+)

or

b. Division or Staff Chief's Secretary

c. Division/Staff expression of the equivalent.

2. Assisted with and planned representational entertaining

3. Have had a "good" mix of HQS and/or Overseas assignments

4. Have an organizational knowledge of and experience in working with the NSC, White House and the Hill.

5. Have demonstrated assignment adaptability: (has accepted a variety of assignments demonstrating flexibility as well as mobility. I.E. At HQS has served in operating divisions as well as staffs, big and small offices; Overseas has served at hardship as well as more posh posts. ~~HAS NOT STAYED IN ONE JOB FOR~~ OVERLY LONG PERIOD AT EITHER HQS or OVERSEAS. *needs revision*

6. Have good oral communication skills.

Demonstrated and availability to work overtime